

**To:** Local Educational Agency Representatives  
**From:** California Department of Education – CALPADS Team  
**Date:** October 7, 2013  
**Subject:** CALPADS Update FLASH #81

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## **CONGRATULATIONS ON COMPLETION OF END OF YEAR SUBMISSIONS**

Congratulations to all the LEAs that successfully certified their 2012–13 End of Year (EOY) submissions. The California Department of Education (CDE) and the California School Information Services (CSIS) recognize and appreciate your dedication and effort to submit quality data to CALPADS.

## **CHANGES TO FALL 1**

The Fall 1 Collection Window has officially opened. The major changes to Fall 1 include:

### **Certification of English Learner and Immigrant Counts**

Official English Learner (EL), Reclassified Fluent English Proficient (RFEP), and Immigrant data are now collected as part of the Fall 1 submission and will no longer be collected in the Spring. To incorporate the certification of these data into Fall 1, the following Spring reports are now part of Fall 1:

- 2.8 – English Language Acquisition Status Count by Primary Language
- 2.9 – English Language Acquisition Status Census Comparison
- 2.12 – English Language Acquisition Status ELs Reclassified RFEP

The census dates that governed the Spring submission have been adjusted to reflect the new time period in Fall. Specifically:

- The official EL count will be taken on Fall 1 Census Day, the first Wednesday in October;
- The count of EL students who were reclassified as RFEP will include students with a reclassified date between October 4, 2012 and October 2, 2013; and

- The official immigrant count used to determine funding will be based on the Fall 1 count.

### **New Unduplicated Disadvantaged Student Count Report**

Local educational agencies (LEAs) will be required to certify a new report that provides the unduplicated Census Day count of disadvantaged students which will provide the basis for determining the supplemental and concentration grants of the Local Control Funding Formula (LCFF). This new report will display counts for students eligible for Free and Reduced Price Meals (FRPM) (based on FRPM program records, and records indicating students are categorically eligible for FRPM based on their migrant, homeless, or foster status, or through statewide direct certification) and English Learners (ELs). Once a statewide match with the California Department of Social Services' (CDSS) foster data is conducted, the report will also show an aggregate count of foster students at each school, and it will include those students in the Unduplicated FRPM/EL/Foster Youth Total. For a detailed explanation of this new report, LEA staff should attend Fall 1 Reporting & Certification or Fall 1 Advanced Reporting & Certification training offered by the California School Information Services (CSIS).

### **UPDATING FRPM ELIGIBLE AND ENGLISH LANGUAGE ACQUISITION STATUS CENSUS DAY DATA IN CALPADS**

#### **Updating FRPM Data**

As previously communicated in a letter dated August 8, 2013, sent to superintendents and charter school administrators (posted on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/calpads/cff080813.asp>), schools on a Provision 2 or 3 status under the National School Lunch Program (NSLP) must provide income eligibility data for individual students each year. Students enrolled in Provision 2 or 3 schools may qualify as FRPM-eligible for LCFF purposes through the direct certification process, based on their migrant, homeless, or foster status, **or by an alternative data collection process which establishes that the student's family meets the income eligibility criteria required by the NSLP.** To assist LEAs in implementing an alternative data collection process, additional sample data collection forms will be posted on the CDE's Web site.

It should also be noted that when you determine that a student is FRPM-eligible based upon an NSLP application or an alternative data collection, CALPADS should be updated with an FRPM program record. **For applications processed after Census Day, but before February 7, 2014 (the end of the Fall 1 amendment window), LEAs may update CALPADS with FRPM program records that have an effective date equal to the student's enrollment start date for that school year.** CALPADS will only include students enrolled on Fall 1 census day in the FRPM counts.

#### **Updating ENGLISH LANGUAGE ACQUISITION STATUS Data**

Any student identified in CALPADS as enrolled on Census Day with an ELAS of "EL" will be counted for LCFF purposes.

If you have previously submitted an ELAS of “to be determined” (TBD) for new students, **it is important that you update those TBD statuses for students once the statuses are known.** The CDE recommends using the local scoring methods to determine the expected ELAS for submission to CALPADS. We encourage you to discuss this with your local California English Language Development Test (CELDT) Coordinator. For questions or assistance regarding the local scoring process, your assessment staff may contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).

If you determine a student’s ELAS to be EL after Census Day, but prior to February 7, 2014, the Fall 1 amendment window deadline, you may update the student’s ELAS Start Date with the student’s Enrollment Start Date. Be sure to de-certify and re-certify to pick up any changes made in the CALPADS Operational Data Store (ODS).

Also note that as stated in the letter dated August 8, 2013, sent to superintendents and charter school administrators (posted on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/calpads/cff080813.asp>), once students are classified as Initially Fluent English proficient (IFEP) or re-designated to be Reclassified Fluent English Proficient (RFEP), those students cannot be changed to English Learners. Submitting an EL status for a student with a previous status of IFEP or RFEP will result in a fatal error in CALPADS. If an LEA submitted a previous IFEP or RFEP status in error for one of its students, the LEA can resolve the issue by updating the Student Information (SINF) record with the correct status for that effective date period. If it is determined that the student was previously IFEP or RFEP, the error can be resolved by resubmitting an appropriate IFEP or RFEP status.

## **DATA CORRECTION FOR ACCOUNTABILITY REPORTS**

On September 26, 2013, the California Department of Education (CDE) provided accountability coordinators with student-level Standardized Testing and Reporting (STAR) Program and California High School Exit Examination (CAHSEE) data files (i.e., graduation data, continuous enrollment, and demographic data). Beginning with the 2012–13 accountability cycle, the CDE used demographic data extracted from CALPADS to produce state and federal reports. Because CALPADS demographic data are used for accountability, demographic data corrections cannot be made through Educational Testing Service (ETS). In prior years, the CDE provided local educational agencies (LEAs) with data error reports. These reports identified possible data errors to correct through ETS. This data error report is not being provided this year. Instead, the CDE has made available demographic files that contain information for all students who took the STAR and/or CAHSEE. The file identifies discrepancies between the demographic data on the student answer document (SAD) and CALPADS.

LEAs should view the discrepancies between the two data sources (i.e., SAD and CALPADS). If the CALPADS data are accurate, no corrections are required. However, if the CALPADS data are not accurate, corrections must be made in CALPADS. If accountability coordinators and/or assessment coordinators determine that data

corrections are required, they should work with their CALPADS administrators to ensure that the data are corrected in CALPADS. All demographic data corrections must be completed by the end of business on October 31, 2013.

### Data Correction Process and Accessing Data Files

Downloadable student-level data files are currently available to help LEAs identify whether any data in CALPADS requires correction. A letter sent to superintendents and charter school administrators, dated September 17, 2013 (posted on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/documents/datacorrection091713.pdf>), describes the process for correcting data for the accountability progress and assessment reports. The letter describes the fields that LEAs should correct in CALPADS versus through Education Testing Service (ETS), and it describes the process for making those changes. A follow-up letter dated September 26, 2013 (posted on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/stdlvdldata.asp>), announces the availability of the files for downloading. The location of these files and the decryption passwords were sent in separate e-mails to district accountability coordinators. Accountability or assessment coordinators should review these files and then work with their CALPADS administrators to make any changes to CALPADS data that are necessary.

### Description of Files

The student-level data files are available in text and Microsoft Excel file formats and may be accessed using Internet Explorer v9, Chrome, or Firefox Internet browsers. Microsoft Excel 2007 or greater is required to open the Excel files. The files include the following:

Folder	File	Number of Files
STAR Demographic Data	STAR Demographic File	7 files, each containing specified counties
CAHSEE Demographic Data	CAHSEE Demographic File	1 file
Continuous Enrollment	Continuous Enrollment for STAR	7 files, each containing specified counties
	Continuous Enrollment for CAHSEE	1 file
Graduation Rate	2011–12 cohort graduation rate files	1 file

- Demographic Files for the STAR and CAHSEE:** These files provide a comparison between the data on the student answer document (SAD) and CALPADS data extracted from the ODS on **June 28, 2013**. The CDE is providing this comparison because of the transition from using SAD to CALPADS data. (Remember that the CALPADS data used in the comparison are from the ODS pulled on June 28, 2013.)

The business rules for creating this file are provided in *Demographic Data Processing for Accountability Reporting* posted on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/documents/dataprocessing2013.pdf> [Note: The preceding link is no longer valid.]. Note that corrections to statewide student identifiers (SSIDs) or fields specific to the testing administration process must be made through ETS. Refer to the September 17, 2013 letter posted on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/documents/datacorrection091713.pdf> for the list of correctable fields in CALPADS versus for STAR and CAHSEE through ETS, and for a description of the 2013 ETS Data Correction Process.

- **Continuous Enrollment Files for the STAR and CAHSEE:** These files indicate whether the student was considered continuously enrolled in the school and district. In addition, for Academic Performance Index (API) determination, the files indicate whether scores from an alternate education program (AEP) are being reassigned to a non-AEP school based on the California Code of Regulations, Title 5 (5 CCR), Section 1039.2, adopted by the State Board of Education in January 2, 2012. The business rules, *Determining Students Who are Continuously Enrolled*, can be found on the CDE CALPADS Web page at <http://www.cde.ca.gov/ds/sp/cl/ceabr092313.asp> [Note: The preceding link is no longer valid.].
- **2011–12 Cohort Graduation Rate File:** This file contains the student-level data used to calculate the 2013 Adequate Yearly Progress (AYP) cohort graduation rates (class of 2011–12) and includes each student’s graduation status by county-district-school (CDS) code and SSID. All of the students in the file are part of the 2011–12 cohort. Students are identified as part of the 2011–12 cohort if they were a first-time ninth grader in any public school in the 2008–09 school year.

LEAs may make data corrections in CALPADS through the close of business on **October 31, 2013**. The CDE will extract demographic data, enrollment and exit data, and program data (e.g., EL, SWD, and socioeconomically disadvantaged students\*) from the CALPADS ODS on **November 1, 2013**. These data will be used to update 2012–13 continuous enrollment, student groups, and 2011–12 graduation rate data and to revise API, AYP, Program Improvement (PI), and STAR Web Reports. (Please note that the STAR ETS correction window is September 16 through October 25, 2013, and the last day that ETS will accept the “Request to Correct 2013 STAR CST/CMA and CAPA Demographic Data” form is October 10, 2013.)

\*NOTE: For the 2012–13 accountability reporting cycle, the socioeconomically disadvantaged student group will include students with:

- An Education Program Code of 181 – Free Meal Program, or 182 – Reduced-Price Meal Program; or

- A Parent Guardian Highest Education Level Code of 14 – Not a High School Graduate.

Questions regarding the data correction process or the data found in the files should be directed to the Academic Accountability Unit, by phone at 916-319-0863 or by e-mail at [aauc@cde.ca.gov](mailto:aauc@cde.ca.gov). Questions regarding how to correct data in CALPADS should be directed to the CALPADS Service Desk by phone at 916-325-9210 or by e-mail at [calpads-support@cde.ca.gov](mailto:calpads-support@cde.ca.gov).

### **CDE/CSIS ADVISORY GROUP MEETING REGISTRATION NOW OPEN**

The California Department of Education (CDE) and the California School Information Services (CSIS) cordially invite you to attend the CDE/CSIS Advisory Group (CAG) meeting on Tuesday, October 15, 2013, from 9:30 a.m. to 11:30 a.m. The meeting will be conducted via video conference from the East End Complex at 1500 Capitol Mall in Sacramento. When you register (online) to attend the CAG meeting, you may choose to attend the conference at the East End Complex in Sacramento, or you may attend the meeting via video conference at one of the following county offices of education:

1. Alameda
2. Butte
3. Imperial
4. Fresno
5. Kern
6. Los Angeles
7. Mendocino
8. San Bernardino
9. San Diego
10. San Diego North County
11. Santa Clara
12. Ventura

Registration information, location addresses, and a preliminary CAG agenda are available here: <http://csis.fcmat.org/Pages/October-15-2013-CDE-and-CSIS-Advisory-Group-Meeting.aspx>. Each person will need to complete his or her own registration online. Simply choose a location for the meeting, and click on “Enroll” to register to attend the meeting at your desired location. We ask that no more than 3 people from the same LEA register to attend, as space is limited at most locations. If your LEA wishes to send more than 3 people, please contact Chula Ranasinghe, Field Support Specialist, at CSIS by e-mail at [cranasinghe@fcmat.org](mailto:cranasinghe@fcmat.org). He will get back to you regarding whether there is space to accommodate a large group from one LEA.

Attendance at the CAG meeting is optional. There is no cost to attend the meeting, and many of the locations provide free parking. Neither the CDE nor CSIS can provide reimbursement for travel or parking expenses. Our plan is to post a video of the event after the CAG meeting for those unable to attend. The materials used at the meeting will

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be posted approximately 3 days before the meeting so that attendees can download and print them.

There will be an optional vendor meeting immediately following the CAG meeting for SIS vendors and LEAs with custom student information systems. If you wish to attend the vendor session via video conference, please e-mail Chula Ranasinghe and let him know which location you will be attending so that he can coordinate with the location to keep the video conference session running for the vendor meeting.

If you have questions about the CAG meeting, please contact Chula Ranasinghe, Field Support Specialist, at CSIS by e-mail at [cranasinghe@fcmat.org](mailto:cranasinghe@fcmat.org).